

READING SPECIALIST STANDARD CERTIFICATE (ENDORSEMENT CODE: 3310)

TO AVOID DELAYS: After applying online, please email any transcripts, letters, forms, copies of out-of-state certification or other required documents to certapplication@doe.nj.gov. Electronic transcripts must be sent directly from your university, college, clearinghouse or school. Please include your tracking number in the subject line of all correspondence with our office.

The reading specialist endorsement is required for service as a reading specialist in grades preschool through 12. A reading specialist conducts in-service training of teachers and administrators, coordinates instruction for students or groups of students having difficulty learning to read, diagnoses the nature and cause of a student's difficulty in learning to read, plans developmental programs in reading for all students, recommends methods and material to be used in the district reading program, and contributes to the evaluation of the reading achievement of students.

To be eligible for the Reading Specialist standard certificate, you must complete the following:

- Master's or higher degree from a regionally accredited college or university. Official transcripts documenting the master's degree conferral must be submitted.
- Record of Professional Experience form which must be filled out by your employer documenting two years of successful, fulltime teaching experience.
The New Jersey Department of Education will make the final determination as to whether or not the experience meets NJ regulations.
- Required Graduate Study - **30 graduate** semester-hour credits including the specified areas of study below:
 - Reading Foundations
 - Diagnosis of Reading Problems
 - Correction of Reading Problems
 - Supervised Practicum in Reading
 - Study in at least 3 of the following areas:
 - Children's or Adolescent Literature
 - Measurement
 - Organization of Reading Programs
 - Psychology
 - Staff Supervision
 - Linguistics
 - Special Education
 - Research
 - Foundations of Education
 - Elective credits in any of the 13 areas listed above.

NOTES

- All graduate credits must appear on a regionally accredited 4-year college/university transcript.
- Please provide official course descriptions from all graduate coursework that covers the above required study areas.

Fee Requirement

- No checks or money orders will be accepted
- Please make the payment online
- Please notify your examiner after payment has been made.
- If your application expires after six months, you will be charged a fee of \$70.
- All fees, including money left on file, are nonrefundable

You cannot complete the entire application process online. After applying online, please email all necessary documentation to certapplication@doe.nj.gov. Electronic transcripts must be sent directly from your university, college, clearinghouse or school. Please include your tracking number in the subject line of all correspondence with our office.

If the above requirements have been met, then you may complete the online application in the Teacher Certification Information System (TCIS).